



Grantee Portal — IHE Quick Reference Card

Student Teacher Stipend Program (STSP) | grantees.ctc.ca.gov

For Institution of Higher Education (IHE) Representatives

11 STEPS FOR IHE REPRESENTATIVES

1

Access the Grantee Portal

Navigate to grantees.ctc.ca.gov in any modern browser (Chrome, Edge, Firefox, Safari). Log in with your registered account. Once logged in, use the left sidebar to move between Dashboard, Submit Candidates, Candidates, Programs, Funded Candidates, and Submitted Reports.

2

Review Your Dashboard

Check for Action Items first — Draft Candidates ready to submit, Candidates Returned by LEA, and Reports Required. The Candidate Status panel shows five totals: Total, Pending (drafts, submitted, and returned candidates still with the LEA), Under Review (with the Commission), Approved (cleared for payment), and Waitlist (always visible).

3

Submit Candidates Individually

Click Submit Candidates and confirm the Manual Entry tab. Enter the IHE Point of Contact, look up the candidate by Commission document number, answer Eligibility Confirmation (residency program; clinical practice started), select Credential Area (toggle for a second credential), answer Full-Time Paid Student Teaching, and choose Clinical Placement (county, LEA, school). Click Submit to LEA or Save as Draft.

4

Submit Candidates via Bulk Upload

On the Submit Candidates page, choose the Bulk Upload tab. Enter the IHE Point of Contact, click Download Excel Template (do not change column structure), populate document number (document number auto-populates the candidate's first and last name), credential area, county, LEA, and school. Save the file, drag-and-drop or Browse to upload, then click Submit to LEA. Rows with errors are flagged for correction. Save file as draft on the computer until ready to submit candidates to partner LEA.

5

View All Candidates

Go to Candidates to see every student teacher you have submitted across all grant cycles. Filter by Status, LEA Partner, or search by name or document number. The table shows each candidate's name, LEA partner, credential area, placement school, and current status.

6

Open Candidate Details

Click any candidate's name to open Candidate Details, which shows the five-stage progress bar, Candidate Information (credential area, placement school, LEA partner), Funding (grant cycle, award amount, status, last status change), and Credential Areas.

7

Track Candidate Progress

Each candidate moves through five stages: Submitted to Local Education Agency (LEA) → LEA Approved → Submitted to Commission → Commission Approved → Payment Complete. Payment Complete means the \$10,000 stipend has been disbursed by the Commission and a post-program report is required.

8

Respond to Returned Candidates

If an LEA returns a candidate, they appear in Action Items under Candidates Returned by LEA. Click Review Candidates to see the LEA's return reason, make the needed changes, and resubmit.

9

View Program History

Go to Programs to see your institution's complete program history. The Program History page shows Number of LEA Partners, Total Candidates, Reports Due, and Report Rate. Expand Program → Fiscal Year → LEA Partner to drill into candidate counts, funded totals, Grant Cycle, LEA Participation, and submitted candidate detail.

10

View Funded Candidates

Go to Funded Candidates to see all student teachers for whom the \$10,000 stipend has been paid. This page is your Reporting Queue. Filter by Cohort Year, LEA Partner, Credential Area, or Reporting Status. Each row shows candidate name, LEA partner, submission month, credential area, award amount, payment status, and reporting status.

11

Complete Post-Program Reports

Reports are required for all funded candidates and capture whether the student teacher completed the program, plus 500-hour grant and 600-hour credential questions. Submit in one of two ways: Individually — Funded Candidates > Report > Complete Form > Submit. Bulk Upload — Funded Candidates > Download Excel Template (pre-populated with funded candidates) > complete remaining columns > upload > Submit Report or Save draft.

KEY CONTACTS

IHE Portal

grantees.ctc.ca.gov

STSP Program

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Technical Support

STSP@ctc.ca.gov

Questions? STSP@ctc.ca.gov | Technical issues: STSP@ctc.ca.gov |
See the GMS Grantee Portal User Guide for full instructions.